



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: FLEXIBLE WORK ARRANGEMENTS

Policy No.	HR-411	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	HR-411-PR	Effective Date:	September 21, 2021 (R3)

1. PURPOSE AND SCOPE

The College of the North Atlantic (CNA) is committed to providing employees with opportunities to balance their careers and personal lives while maintaining the highest level of client service delivery. The purpose of this policy is to define specific arrangements that provide employees with flexibility in their work schedules and locations.

This policy applies to all CNA full-time support, administrative and non-union-non-management employees located within the province of Newfoundland and Labrador.

Bargaining unit employees should also consult their respective collective agreements and the provisions of the collective agreement shall prevail.

2. POLICY

CNA employees will be provided opportunity, where appropriate, to participate in various types of flexible work arrangements, thereby providing options to create balance between the demands of their careers and their personal lives.

2.1 Compressed Work Week Arrangement

CNA employees have the option to request a compressed work week arrangement, as and where appropriate. A compressed work week is an arrangement whereby in a two-week work cycle the required number of hours of work in a two-week period are increased by a specific amount

of time each day, working the total hours in nine days, and allowing the employee to take the tenth day off as a “compressed day”.

2.2 Flex Time Arrangement

CNA employees have the option to request a flex time work arrangement, as and where appropriate. Flex time is an arrangement whereby the number of hours of work each day is unchanged; however, the scheduling of these hours may vary within the parameters set out in the flex time agreement.

2.3 Telework Arrangement

CNA employees have the option to request a telework arrangement, as and where appropriate. Telework is an arrangement whereby an employee fulfills regularly scheduled job responsibilities from their home instead of their assigned headquarters.

3. PROCEDURE

The Associate Vice-President of Human Resources will ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	October 20, 2009
Revision 1	October 20, 2010
Revision 2	November 4, 2016
Revision 3	September 21, 2021